



**Kentucky Department for Libraries and Archives
Archives and Records Management Division
LOCAL RECORDS PROGRAM GRANT
APPLICATION RECOMMENDATION (FY22C2)**

Local Government Name: Pendleton County Clerk

Amount Requested: \$129,058.00

Amount Recommended: \$30,608.00 (Partial Funding)

Proposed Project:

- Digitize
- Index
- Marry

The Pendleton County Clerk is requesting funds from the Local Records grant program to digitize, index, and upload/marry Deed Books (L1317) with date ranges between 1962 and 2008, Mortgage Books (L1344) with date ranges between 1960 and 2008, Will Books (L1315) from 1799-1996, and Marriage Books (L1234) with date ranges between 1984 and 2004.

History and Specifications:

The Pendleton County Clerk's office has received thirteen (13) grant awards in the past to security microfilm historical and permanent records, to purchase storage equipment (roller shelving, filing cabinets, roller shelving desk, plat envelopes) and for records preservation (recreation, canvas covers, binders), and other equipment (microfilm reader/printer). These awards include three (3) grants to reproduce records lost in the March 1997 flood. The most recent grant was awarded in FY2018 for security microfilming.

Section I: Digitize (DRMS)

Digitize at 300 dpi or greater according to the instructions in the Microfilming and Digital Imaging of Public Records: A Procedural Guide.

These Records have previously been microfilmed using grant funds. Digital images were likely not created as part of those projects based on the age of the project(s).

165	Deed Books (105-169)	1962-2008	L1317	\$ 9,833.00
156	Mortgage Books (58-213)	1960-2008	L1344	\$15,993.00
10	Will Books (1-10)	1799-1996	L1315	\$ 3,350.00
8	Marriage Books (75-82)	1984-2004	L1234	\$ 1,032.00

Section II: Index and Marry

165	Deed Books (105-169)	1962-2008	L1317	\$29,250.00
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Section III: Index and Marry

156	Mortgage Books (58-213)	1960-2008	L1344	\$62,400.00
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Section IV: Index and Marry

10	Will Books (1-10)	1799-1996	L1315	\$ 7,200.00
8	Marriage Books (75-82)	1984-2004	L1234	

The applicant consulted with the Regional Administrator prior to application submission: Yes ☒ No ☐
The applicant consulted with the RA after completing a draft application and receiving bids.

Recommendation:

The Local Records Branch recommends partial funding of the proposed project: Denial of Section II – Section IV (Index and Marry). Indexing and Marrying are two different functions that need to be separated and bid as separate tasks. Local Records Branch recommends the applicant work with the Regional Administrator to identify the project specifications and scope and reapply.

Section II: Index and Marry \$29,250.00

Section III: Index and Marry \$62,400.00

Section IV: Index and Marry \$ 7,200.00

TOTAL FUNDS RECOMMENDED FOR DENIAL: \$98,850.00

The following Section is recommended for funding:

Section I: Digitize \$30,608.00

TOTAL RECOMMENDED FOR FUNDING: \$30,608.00